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DD/R # 259-62/A

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SCIENTIFIC AND TECHNICAL CAREER SERVICE COMMITTEE

ILLEGIB

A Scientific and Technical Career Service Committee consisting of the Chairmen of the Career Service Boards of ISD/DD/P, OSI/DD/I, OC/DD/S and DD/R, and a representative of the Director of Personnel is hereby established. The DD/R representative will serve as Chairman of the Committee.

Objective

The purpose of this Committee is the improvement of the Agency's capability to attract, utilize and retain qualified Scientific and Technical personnel necessary to the accomplishment of the Agency's mission wherein such personnel are required.

Functions

The Committee would have the following primary functions:

a. Recruitment

(1) In collaboration with the Office of Personnel, the Committee will develop ways and means whereby the most expeditious filling of the more urgent technical vacancies can be accomplished, and on a longer range basis, develop such resources and techniques that will insure a continuing supply of such personnel consistent with the needs of the Agency.

(2) Applicants - Decision Making Process. The Committee must take immediate steps to speed up the decision making processes in the handling of applicants' files. As a general rule, it should be the goal that no more than one week should elapse following the receipt

of an application until the decision on whether to process is made, insuring that each candidate is considered against the S&T needs of all parts of the Agency.

b. Training

(1) The Committee will develop in collaboration with appropriate offices of the Agency, a Junior Officer Training Program geared expressly to junior S&T officers.

(2) The Committee will, on a continuing basis, review the training requirements and opportunities for S&T personnel. Specific attention will be given to the extension of existing or the development of new internal training capabilities. Similarly, the development of special tutorial services and other external programs specifically arranged with industrial or academic organizations will be effected as appropriate to serve the common need. The Committee will also review and recommend, or establish practices as appropriate, to resolve the problems of maintaining currency in specialized fields, the use of sabbaticals and the implementation, as feasible, of cooperative programs with selected universities.

c. Career Development - The Committee will establish procedures whereby the various offices may mutually support each other in providing developmental opportunities for their personnel. Such procedures may provide for either rotational assignments or for transfers when mutually agreed in the interest of increased opportunities for advancement or the more effective utilization of particular aptitudes or abilities. In consonance with this objective, the Committee will institute and maintain over-all cognizance of a system of vacancy notices to be employed between the member offices of the Committee as a means of affording opportunities for change or advancement, including both Headquarters and overseas assignments. The Committee will be responsible for the conduct of such a program in a manner compatible with security or other essential considerations.

d. General Management - The Committee will provide advice and recommendations to the heads of the several Career Services on

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ways and means of improvements that may be in the mutual interest. Such recommendations may include policy considerations important to the implementation of any of the above functions or such other matters as salary determinations and standardization, or problems involving such other policy matters as security, cover, retirement, etc., if in such matters there should appear to be considerations unique to the S&T activities.

e. Other S&T Activities - Other elements of the Agency not represented on the Committee but utilizing S&T personnel may present requests or problems to the Chairman for the Committee's consideration. Such components may also participate in the activities of the Committee at the discretion of the Chairman with the concurrence of the members.

f. Membership - Membership in the Committee may be changed on either a permanent or ad hoc basis when deemed appropriate by a majority of the Committee.

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UNCLASSIFIED		CONFIDENTIAL		SECRET	
CENTRAL INTELLIGENCE AGENCY					
OFFICIAL ROUTING SLIP					
TO	NAME AND ADDRESS		DATE	INITIALS	
1	[Handwritten: Ch Po D]				
2	[Handwritten: [Redacted] - 10/16]		10/16	[Handwritten: JRM]	
3	[Redacted]			[Handwritten: Pw]	
4					
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ACTION		DIRECT REPLY		PREPARE REPLY	
APPROVAL		DISPATCH		RECOMMENDATION	
COMMENT		FILE		RETURN	
CONCURRENCE		INFORMATION		SIGNATURE	
Remarks:					
<p>Frank, per our conversation - Please return with any comments or change ASAP and will then undertake formal establishment - JRM</p>					
FOLD HERE TO RETURN TO SENDER					
FROM: NAME, ADDRESS AND PHONE NO.				DATE	
[Redacted]				[Handwritten: 0120/R]	
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